R E P O R T R E S U M E S

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CALIFORNIA PLAN FOR ADULT BASIC EDUCATION UNDER THE ECONOMIC OPPORTUNITY ACT OF 1964, TITLE II, PART B, OF P.L. 88-452.
CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO

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DESCRIPTORS- *ADULT BASIC EDUCATION, *PUBLIC SCHOOL ADULT EDUCATION, *PROGRAM PROPOSALS, *EXPENDITURES, *STATE PROGRAMS, PROGRAM EVALUATION, ADMINISTRATOR RESPONSIBILITY, PILOT PROJECTS, INTERAGENCY COOPERATION, PROGRAM DESCRIPTIONS, FEDERAL LEGISLATION, CALIFORNIA,

THE PLAN INCLUDES SPECIFIC GUIDELINES FOR PROGRAM PROPOSALS TO QUALIFY CALIFORNIA FOR TITLE II FUNDS AND SERVE AS A POLICY GUIDE FOR STATE AND LOCAL PROGRAMS. IT PROVIDES FOR SECONDARY SCHOOL DISTRICTS TO PROVIDE INSTRUCTION IN CIVIC, VOCATIONAL, LITERACY, HEALTH, HOMEMAKING, TECHNICAL, AND GENERAL EDUCATION FOR ADULTS. SHORT TERM OBJECTIVES INCLUDE DEVELOPING NEW APPROACHES IN RECRUITMENT AND RETENTION OF LOWEST INCOME ADULTS AND DEVELOPING EFFECTIVE METHODS OF REDUCING ILLITERACY AND UPDATING INSTRUCTION. EMPHASIS WILL BE ON DESIGN OF INSTRUCTIONAL PROGRAMS, DEMONSTRATION PROJECTS, AND TEACHER TRAINING. ASSISTANCE WILL BE GIVEN IN DEVELOPING CURRICULUM MATERIALS AND IN COORDINATING SCHOOL DISTRICT ACTIVITIES WITH COMMUNITY ACTION AND WORK TRAINING PROGRAMS. LONG TERM PLANS WILL INVOLVE PUTTING EFFECTIVE PROGRAMS AND TECHNIQUES IN PRACTICE THROUGHOUT THE STATE. ORGANIZATION OF THE STATE PLAN ADMINISTRATION INVOLVES DUTIES AND QUALIFICATIONS OF THE PROFESSIONAL PERSONNEL, AND CUSTODY AND EXPENDITURES OF FEDERAL FUNDS. (CRITERIA FOR SELECTION AND EVALUATION OF STUDENTS ARE INCLUDED. PILOT PROJECTS, STATE TECHNICAL AND SUPERVISORY SERVICES, AND FISCAL CONTROL ARE DISCUSSED. A LEGAL APPENDIX, ADDENDUM ON DISCRIMINATION IN EMPLOYMENT PRACTICES, AND PROPOSED BUDGET ARE INCLUDED.) (FT)

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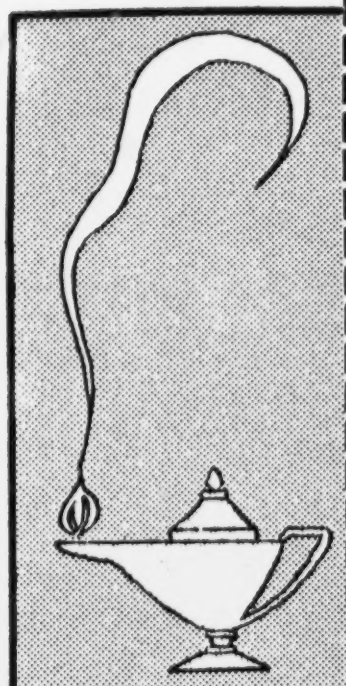
CALIFORNIA PLAN *for*

ADULT BASIC EDUCATION

UNDER THE ECONOMIC OPPORTUNITY ACT OF 1964
(TITLE II, PART B, OF P.L. 88-452)



Approved Jan. 6, 1965 • Amended May 19, 1965 • Amended June 25, 1965

1964 - 1966

BUREAU OF ADULT EDUCATION

ALIFORNIA STATE DEPARTMENT OF EDUCATION • CALIFORNIA STATE BOARD OF EDUCATION
MAX RAFFERTY · SUPERINTENDENT OF PUBLIC INSTRUCTION • SACRAMENTO

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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INTRODUCTION

The California State Plan for Adult Basic Education will implement Title II, Part B, of the Economic Opportunity Act of 1964. The public adult schools of California and secondary school districts with classes for adults are important participants in the major state and national effort that is being undertaken in order to reduce or eliminate the causes of poverty among our lowest income groups. School district administrators will find within the Plan operational policies for the establishment of programs of adult basic education.

Specific guidelines for the preparation of proposals for programs of instruction in adult basic education will be distributed to school districts so that they may put this program into operation as soon as possible. The Plan will be administered within the present program of public school adult education with services and guidance to be provided by the Bureau of Adult Education.

PAUL LAWRENCE, Chief
Division of Higher Education

STANLEY SWORDER
State Director of
Adult Basic Education, and
Chief, Bureau of Adult Education

STATE OF CALIFORNIA

STATE BOARD OF EDUCATION

CALIFORNIA PLAN FOR ADULT BASIC EDUCATION

1.0 THE CALIFORNIA PLAN FOR ADULT BASIC EDUCATION

1.1 A plan for the purpose of qualifying the State of California under the Economic Opportunity Act of 1964, Title II, Part B, Sections 212 - 218.

1.11 PURPOSE

The California plan for adult basic education programs is an agreement between the Secretary of Health, Education and Welfare and the California State Board of Education for the operation of adult basic education programs that qualify for financial support under the Economic Opportunity Act of 1964, P.L. 88-452.

The California plan provides operational policies for programs of adult basic education conducted in local school districts, and specifies the administrative organizations and services within the California State Department of Education that will be provided in order to implement adult basic education programs within the public school system.

The California State Plan for Adult Basic Education is designed to be a part of the coordinated efforts of all public and private agencies and organizations that are mobilized under the Act in order to launch a comprehensive program that will make definite progress toward the elimination of poverty.

1.12 OBJECTIVES

1.12-1 For the short term and initial period of approval of the plan emphasis will be given to the design and initiation of programs of instruction, demonstration projects, pilot programs, investigation of teacher training needs, and recruitment methods to the end that good practice may be established. State Department of Education staff will concern themselves primarily with assistance to school districts in achieving the purposes listed above and in the development of coordinated plans that recognize the role of all community agencies, and with the development of courses of study and curriculum materials.

1.12-2 The long term purpose of the adult basic education plan is the introduction and provision of programs of instruction to the end that adult basic education will be available in all areas of the State of California.

Program of Work

The public school adult education program of the State of California has provided instructional programs in adult basic education subjects for many years. In October 1963, there were 8,351 adults enrolled in elementary subjects, 773 enrolled in English-Basic Communication, 2,013 enrolled in Basic English, 8 in elementary speech and vocabulary, 1802 in English for Citizenship, 15,409 in English for foreign speaking, 13,424 in English for Foreign born, and 673 in English for new Americans. The above enrollments constituted 8.1 per cent of the total enrollments in classes for adults in California's secondary school districts.

The 42,453 adults enrolled in the elementary subjects detailed above are a fraction of the total number of adults in the State of California who require programs of instruction in order to achieve levels of 8th grade completion. There are 687,376 adults and out-of-school youth 18 years and over with less than six grades of school completed. There is obvious need for a massive effort to reduce this great number of adults who lack the educational skills for participation in our modern technological society.

Short Term Plan

To launch a major effort in the reduction of adult inability to read, write, and compute at 8th grade levels requires not only the introduction of additional classes but the development of up-to-date, innovative methods of instruction. If the results of Federal aid are to be meaningful in later years, the early efforts in this program must be directed toward the development of highly efficient programs of education and entirely new approaches to recruitment and retention of adults in the lowest income group. Programs of instruction that are approved for Federal reimbursement during the initial period of the Plan will be scrutinized for their potential contribution to the goals of greater effectiveness in learning and to low-income adult student recruitment and retention. To aid school districts in achieving the short-term goal, emphasis will be given to the design and initiation of programs of instruction, demonstration projects, pilot programs, investigation of teacher training needs and recruitment methods to the end that good practices will be established. There will also be an immediate need for assistance in coordinating the activities of school districts with Community Action Programs and Work Training Programs, and with the development of curriculum materials.

Within the means of local school districts and with aid from Federal funds, it is hoped to provide in the initial period of this Plan, or to commit funds within the initial period of this Plan, for the provision of at least 900,000 hours of student instruction or to offer meaningful intensive training to as many as 7,500 adults.

Long Term Plan

For the long term it is expected that tested courses of study, effective methods of instruction, tested techniques of recruitment and student retention, reliable and varied methods of evaluation and concrete measures

of program effectiveness in terms of better lives for the underprivileged will emerge, and be thoroughly documented for use throughout the State of California. Teacher training programs will require financial aid and impetus to meet the expanding need for competent teachers as the public schools of California increase their adult basic education programs to encompass 60,000 or more adults each year. It is to be expected that in the long run Federal funds will have served as "seed money" to the effect that school districts will clearly recognize the presence of an adult population without the minimal achievement of 8th grade equivalence and will have at their disposal a well designed system of instruction that will enable school districts to serve these adults effectively. Public school adult education in California is an integral part of the total system of public education and the long range goal for both Federally aided and State aided programs is the elimination of incompetence through adequate education and training. Adults who successfully complete their 8th grade certificate program will find opportunities for continued education that will help them up the economic ladder and give them new insights and understandings of the American way of life.

1.13 CERTIFICATION OF STATE PLAN

Certification of State Board

State of California

I hereby certify that the State Plan was adopted by the California State Board of Education on November 13, 1964. I further certify the Plan attached to this certification is the Plan approved by the California State Board of Education. The plan as submitted constitutes the basis for the operation and administration of the State's program established pursuant to the Economic Opportunity Act of 1964, Title II, Part B, P. L. 88-452. All information and representations contained in the Plan as of this date are accurate, to the best of my knowledge and belief.

November 13, 1964
(date)

(Signed) _____
MAX RAFFERTY
Secretary, State Board of Education

1.14 Certificate of Attorney General: State Plan

State of California

I hereby certify:

1. That the California State Board of Education is the State Board in the State within the meaning of the Economic Opportunity Act of 1964, Title II, Part B, P. L. 88-452;
2. That said Board has the authority under State law to submit a State Plan;
3. That said Board has authority to administer or supervise the administration of the foregoing State Plan;
4. That all of the provisions of the foregoing Plan are consistent with State law; and
5. That the State Superintendent of Public Instruction has been duly authorized by the State Board of Education to submit the foregoing State Plan and to represent the California State Board of Education in all matters pertaining thereto.

November 29, 1964
(date)

(Signed) THOMAS C. LYNCH
Attorney General

RICHARD L. MAYERS
Deputy Attorney General

1.2 CALIFORNIA STATE DEPARTMENT OF EDUCATION

1.21 Name and Designation of State Board

The California State Board of Education is the sole agency responsible for the administration of the California Plan for Adult Basic Education and for supervision of the administration thereof by local educational agencies, and has all necessary power to cooperate with the U. S. Office of Education in the State Plan. Throughout this plan any reference to "State Board" refers to this official board. (See Legal Appendix, page 30.)

1.22 Organization for State Plan Administration

1.22-1 Composition of State Board

The State Board consists of ten members.

1.22-2 State administration and leadership

The State Board shall have a State staff sufficiently adequate to enable it to administer, supervise, and evaluate adult basic education programs, services, and activities under this State Plan to the extent necessary to assure quality in all adult basic education programs, which are realistic in terms of actual or anticipated opportunities, and suited to the needs, interests, and abilities of those being trained.

The organization of the State Board staff for the administration of programs under this State Plan is outlined on page 5.

1.22-3 Administration an integral part of public education

The administration of adult education is an integral part of the State system of public education at the elementary, secondary, junior college, and adult education levels.

1.22-4 Executive Officer

The Superintendent of Public Instruction is elected by the people of California. He is the Executive Officer of the State Board. The Executive Officer has general administrative responsibility for the adult education program and is directly accountable to the State Board. He devotes as much time to the adult education program as is necessary to fulfill his general administrative responsibility in this area.

1.22-5 Assistant Executive Officer

The Associate Superintendent of Public Instruction, Chief of the Division of Instruction, is designated as Assistant Executive Officer of the State Board. He acts for the Executive Officer in a coordinating capacity and is directly accountable to the Executive Officer. He devotes as much time to the adult education program as is necessary to fulfill his administrative responsibilities in this area.

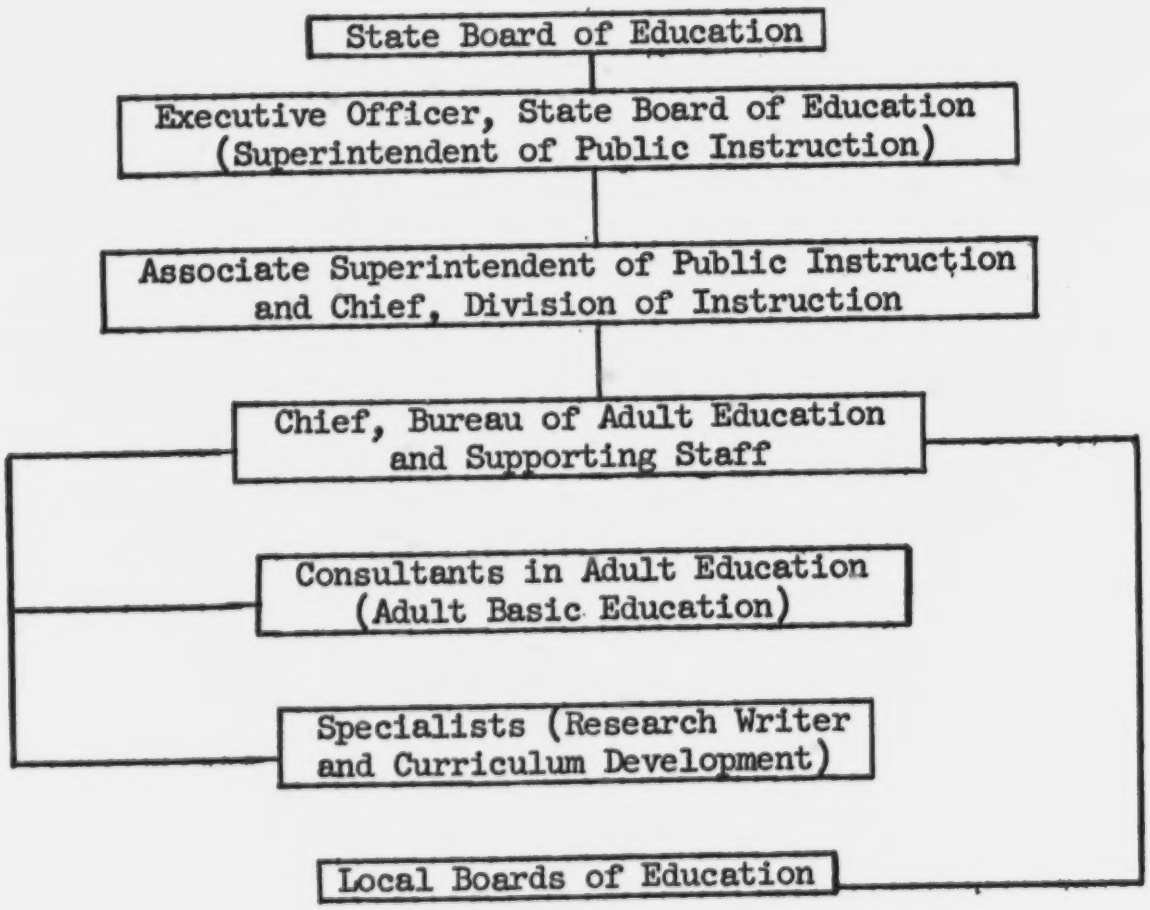
1.22-6 State Director

The State Director of Adult Basic Education is the Chief, Bureau of Adult Education (referred to in this State Plan as the State Director), selected through competitive examination conducted under the auspices, and with the facilities, of the State Personnel Board.

1.23 Administration of Adult Basic Education Programs

Adult basic education programs will be administered as an integral part of the State system of public school adult education. Authorization, responsibility, and staff are detailed on the following chart:

1.23-1 Organizational relationships


State Board of Education
Executive Officer, State Board of Education (Superintendent of Public Instruction)
Associate Superintendent of Public Instruction and Chief, Division of Instruction
Chief, Bureau of Adult Education and Supporting Staff
Consultants in Adult Education (Adult Basic Education)
Specialists (Research Writer and Curriculum Development)
Local Boards of Education

1.23-2 The duties and qualifications of professional personnel having responsibilities in connection with adult basic education under this State Plan are as follows:

State Administrative and Supervisory Personnel

State Director of Adult Basic Education

The State Director is assigned primarily to the administration and direction of the adult education program and may be assigned other administrative responsibilities by the State Board, the Executive Officer, and the Assistant Executive Officer. His specific responsibilities shall include the following:

a. To be responsible to the Executive Officer and Assistant Executive Officer for the administration, planning, and coordination of the adult basic education program, in accordance with the State Plan and the State policies as approved by the State Board;

b. To recommend, through the Executive Officer, approval of payments from adult basic education funds;

c. To be responsible for financial budgets and other fiscal matters pertaining to adult basic education;

d. To be responsible for the auditing of State Board adult basic education accounts;

e. To coordinate the work of the adult basic education staff;

f. To be responsible for the authorization of expenditure of all State and Federal funds for adult basic education;

g. To be responsible for the maintenance of a system of financial records for the purpose of providing complete and accurate data on expenditures of State and Federal funds for the administration of adult basic education;

h. To be responsible for the maintenance of a system of records containing statistical, financial, and descriptive data necessary to provide information to the United States Office of Education;

i. To administer and supervise teacher training in the appropriate areas of adult basic education in cooperation with the consultants concerned;

j. To recommend all appointments of qualified candidates for positions on the adult basic education staff;

k. To prepare, with the assistance of the staff members, bulletins, reports, and other materials necessary for the conduct and improvement of the services of adult basic education;

l. To be responsible for studies and investigations which are designed to improve the adult basic education program;

m. To be responsible for the compilation and preparation of all official reports on adult basic education in the State;

n. To visit a sufficient number of adult basic education classes to be conversant with the various phases of the adult basic education program in the State;

o. To keep the public informed through the proper channels of the progress and opportunities in adult basic education;

p. To keep the State Board informed through the Assistant Executive Officer and the Executive Officer of the progress of the work in adult basic education in the State.

The basic qualifications for the State Director shall be as follows:

Credential: Possession of a valid general or secondary administration or school supervision credential or equivalent credentials or life diplomas issued under the authority of the California State Board of Education, and possession of other credentials required under this State Plan for the Chief, Bureau of Adult Education;

and

Experience: Five years of increasingly responsible administrative experience in adult education, and experience as required under this State Plan for the consultant in adult education.

Supporting professional staff of the State Director

Duties

a. Promotion

(1) To determine the need for adult basic education and to promote the establishment of needed adult basic education programs throughout the State;

(2) To confer with local boards of education and their staffs on specific programs of adult basic education, and to explain to them the operation of the California Plan for adult basic education;

(3) To cooperate with the United States Office of Education and its representatives in promoting the interests of adult basic education in this State;

(4) To cooperate with the other representatives of the State Department of Education;

(5) To aid in recruiting suitable persons to take teacher training courses;

(6) To promote statewide and sectional activities that have definite adult basic education value;

(7) To prepare bulletins from time to time dealing with the progress of adult basic education for publication by the State Board, and to disseminate these bulletins among the citizens of the State;

(8) To cooperate with other agencies that aid in the further development of the adult basic education program;

(9) To give information to the public through radio, television, newspapers, publications, and other media concerning adult basic education;

(10) To keep the State Board informed concerning the progress of the program of adult basic education;

(11) To provide for and participate in research and studies in adult basic education and to interpret findings;

b. Fiscal

(1) To prepare report forms for the use of students, teachers, and administrators;

(2) To prepare annually a program of work and a budget for the operation of adult basic education; (See Addendum)

(3) To consummate agreements with local educational agencies covering the financial aspects of the programs of adult basic education; (See Legal Appendix)

(4) To approve or disapprove applications of local educational agencies and to recommend reimbursements from the adult basic education fund;

(5) To contract with private agencies as may be necessary in order to achieve the objectives of the program of adult basic education;

(6) To prepare financial, statistical, descriptive, and other reports for the United States Office of Education, the State Board, and other legally qualified groups or individuals;

(7) To pass on the validity of requests for reimbursements of the educational agencies that have maintained adult basic instruction under the California Plan for Adult Basic Education.

c. Instruction

(1) To establish standards for adult basic education classes;

(2) To provide assistance to non-reimbursed schools or classes having or working toward adult basic education objectives after adequate provisions have been made in the supervision of the Federally aided adult basic education program;

(3) To provide for the development and distribution of instructional materials in adult basic education for teachers, supervisors, and administrators;

(4) To aid educational agencies operating, or desiring to operate, under the California Plan for Adult Basic Education in securing properly qualified teachers and aid the State Board in determining their qualifications for certification.

(5) To recommend requirements for credentials in adult basic education.

d. Evaluation

(1) To assist educational agencies in evaluating their adult basic education programs;

(2) To approve or disapprove adult basic education classes in the educational agencies operating under the California Plan for Adult Basic Education;

(3) To conduct area or statewide studies for the purpose of determining appropriateness of approved standards and operational procedures;

(4) To visit a sufficient number of adult basic education classes and educational agencies to be conversant with the adult basic education program throughout the State.

e. Other

(1) To attend national, regional, or state conferences on adult basic education;

(2) To plan, direct, and appraise the activities of the staff members in adult basic education;

(3) To review applications and make recommendations concerning positions on the adult basic education staff;

(4) To perform such other duties as may be necessary to maintain an adequate program of adult basic education;

(5) To work cooperatively with teacher education institutions.

f. Consultants in Adult Education (Adult Basic Education)

Qualifications: Minimum required for the consultant position in the Bureau of Adult Education

g. Specialists

Qualifications: Minimum required for any professional position in the Bureau of Adult Education

Selection of Adult Basic Education staff members

Adult basic education staff members are selected through competitive examinations conducted under the auspices, or with the facilities, of the State Personnel Board. The Executive Officer, representing the State

Board, may make staff appointments from the lists of qualified persons certified by the State Personnel Board as being eligible, and in accordance with budget provisions and legislative appropriations.

Personnel policies contained in the California Government Code shall govern the procedures in employing and discharging adult basic education staff personnel.

a. The State Board delegates to the State Personnel Board the responsibility for recruitment and selection of candidates for all staff positions and will otherwise follow the rules and regulations of the State Civil Service System. The State Personnel Board shall classify all adult basic education staff personnel, and the compensation ranges for such personnel shall be in keeping with the recommendations and policies of the State Personnel Board, the State Department of Finance, and the Legislature.

b. Qualifications and standards used in the selection of adult basic education staff personnel shall be in keeping with the qualifications and standards approved by the State Board and contained in this State Plan.

Retroaction

The qualifications for positions listed in this State Plan shall not be applied retroactively.

Authority vested by State Board

Authority is vested by the State Board to carry out, through its staff, the policies determined by the State Board. No authority is delegated by the State Board to any agency or official other than its own staff unless specifically provided for in this State Plan.

Local administrative and supervisory personnel

Directors, coordinators, or supervisors of adult basic education may be employed by local education agencies.

The duties of the local director, coordinator, or supervisor of adult basic education shall be as follows:

a. To be responsible to the local school administrator or adult education administrator for the over-all planning, supervision, and coordination of the total adult basic education program;

b. To be familiar with the various agencies and organizations concerned with adult basic education and to assist each to render maximum service to the community;

c. To recruit and assist in the selection and in-service training of teachers of adult basic education classes;

d. To organize and supervise adequate counseling and guidance services for adult basic education;

e. To assist in the formation of and to consult with local advisory committees in the field of adult basic education;

f. To evaluate the various phases of the total adult basic education program, and to provide for improvement in the program;

g. To promote and publicize the total program of adult basic education;

h. To prepare financial, statistical, descriptive, and other reports for the local administration, the State Board, and other legally qualified persons or groups;

i. To represent adult basic education in the activities of the schools and the communities;

j. To cooperate with the representatives of the State Board;

k. To attend conferences on adult basic education called by the State Board or its official representatives;

l. To assist non-aided classes having or working toward adult basic education objectives. Such assistance is given only after adequate direction and assistance have been provided for Federally aided adult basic education classes; and to work cooperatively with the State Department of Public Health and its cooperating agencies.

Persons serving as local directors or coordinators of adult basic education must possess the following qualifications:

a. A valid California credential for teaching and/or supervising adult basic education; and

b. Competency in adult basic education.

Instructional personnel

Qualifications of teachers: The minimum qualifications for teachers of adult basic education shall be:

a. A valid California credential authorizing the holder to teach the subject or subjects to be taught.

Research personnel

Other professional personnel

Non-certificated teacher's aides and specialized recruitment personnel

When essential to the operation of an approved local plan for adult basic education non-certificated aides and recruitment personnel may be employed from the indigenous population of undereducated adults who are being served in the particular geographic area.

1.3 CUSTODY OF FEDERAL FUNDS

The title and official address of the officer who has the legal authority to receive and hold proper custody of the Federal funds is the Treasurer of the State of California, Sacramento, California. (See Legal Appendix)

1.4 EXPENDITURE OF FEDERAL FUNDS

The official titles of the officers who will have authority to authorize expenditures under the State Plan are the Executive Officer of the State Board of Education, the Assistant Executive Officer, or the State Director of Adult Basic Education.

1.5 REPORTS

The State Board, through its staff, will participate in periodic consultations with the Secretary of Health, Education, and Welfare and his staff, and will make such reports to the Secretary as he may consider reasonably necessary to carry out his responsibilities under the acts, keep such records, afford such access thereto, and comply with such other provisions as the Secretary may find necessary to assure himself that such reports are correct and verifiable. Such reports shall include the annual estimate of projected program needs and the annual report. The estimate and the report will include descriptions of projects, programs, and services; the geographic areas of service, expenditures and sources of funds so as to clearly identify the proposed program of work and the accomplishments that have been realized under the Plan.

2.0 COOPERATIVE ARRANGEMENTS

2.1 The State Board of Education has entered into a cooperative agreement with the California State Department of Public Health. (See Addendum)

2.2 The California State Department of Education and/or school districts and offices of county superintendents participating in this program of adult basic education will enter into cooperative arrangements with Community Action Programs, as appropriate and whenever feasible, in order to carry out the general purposes of the Act and in particular the purposes of Title II.

2.3 The California State Department of Education will require school districts to cooperate, where feasible, with work experience programs conducted with Federal funds under Title V of the Act.

2.4 The California State Department of Education will enter into cooperative arrangements with other public or nonpublic agencies and organizations on a State or local level when these arrangements will assist in promoting the objectives of the Act. Such agencies may include, for example, offices of employment, welfare agencies, other educational agencies and institutions, nonpublic charities, and others.

3.0 PROGRAMS OF INSTRUCTION

3.1 General description

3.1-1 All programs shall be designed to achieve the purposes of the adult basic education plan within a specified period of time. Programs shall be initially organized within time periods that fall within the termination date of June 30, 1965, and where necessary shall specify the continuing program for succeeding fiscal years.

3.1-2 The programs of instruction shall be designed to eliminate the inability of adults in need of basic education to read and write English and to substantially raise the educational level of such adults with a view to making them less likely to become dependent on others, improving their ability to benefit from occupational and homemaking training and otherwise increasing their opportunities for more productive and profitable employment, and making them better able to meet their adult responsibilities.

3.1-3 The approval of programs of instruction in adult basic education will be subject to the policy of providing access to such programs of instruction to all adults in need of basic education within the State of California. Whenever feasible, preference will be given to programs in local school districts which are components of a total Community Action Program approved pursuant to Title II, Part A, of the Economic Opportunity Act of 1964.

3.2 Criteria for approval of local programs

3.21 The policies and procedures to be followed in allocating Federal funds allotted under Title II, (B), of the Act, include the following:

3.21-1 Allocation of funds will be subject to a survey and analysis of the total number and location of adults in need of basic education within the State of California.

a. Data from the U. S. Census, Population, 1960, California, (PC (1) - 6C, PC (1) - 6D) Tables 102, 103, demonstrate that there are 1,160,861 out-of-school youth and adults, ages 14 years and older, who have not completed eight years of elementary schooling. There are 687,376 adults and out-of-school youth, 18 years and over, with less than six grades of school completed. In addition, there are substantial numbers of adults who completed such schooling twenty or more years ago, but through disuse of their training they have lost their abilities to read, write and compute at levels equivalent to 8th grade competency.

In addition to the over-all total of undereducated adults and out-of-school youth, there are also data that relate to needs for adult basic education in specific metropolitan areas and rural-urban complexes. To provide specific guidance in selected areas of the State, the California Department of Social Welfare has prepared socioeconomic profiles for both rural and urban areas that emphasize the location of poverty segments of the community and current programs for alleviation of unemployment. A sample study is included in the Addendum.

3.21-2 Criteria

The following specific criteria shall govern approvals, and allocation of priorities:

a. The number of adults in need of basic education to be served by the proposed program, in relation to the total number of such adults throughout the State of California and the number to be served by other programs or proposed programs in the State or geographic area;

b. The geographic area to be served by the proposed program, in relation to the geographic area to be served by other programs or proposed programs and the geographic distribution of adults in need of basic education who will be served by the proposed program or such other programs;

c. The degree of educational deficiency and the degree of poverty of the adults to be served by the proposed program, in relation to those in other areas of the State;

d. The estimated amount of time required by the proposed program in order to correct the educational deficiencies of adults that will be served by such programs, in relation to those of other programs or proposed programs in the State of California;

e. The manner in which the proposed program is related to or is a component of a Community Action Program approved under Title II, Part A of the Act, and located in the area covered by the proposed program or, if not a component of the community action program, whether it shows reasonable promise of so becoming; (The local education agency will provide specific information that details the involvement of the agency with the proposed or effective Community Action Program, including the names of organizations and public agencies that are being consulted and involved in the design, implementation, recruitment of eligible enrollees, and evaluation of the adult basic education program.)

f. Where work-experience programs supported with Federal funds under Title V of the Act are being conducted, the program of adult basic education instruction provides for cooperation and the elimination of duplication of effort and resources;

g. Whether and to what extent the program has been developed in conjunction with, or coordinated with, other agencies which serve the poor;

h. Whether and to what extent the program undertakes the identification and recruitment of those impoverished adults who are in need of basic education;

i. Whether and to what extent the poor themselves are heavily involved in implementing programs of instruction;

j. Whether and to what extent Volunteers in Service to America, college work-study personnel and other non-professionals are utilized in appropriate positions;

k. Whether and to what extent operations are efficient and economic;

l. The quality of the instruction;

m. Whether and to what extent the program is flexible, innovative, imaginative, and effective in providing basic education to those most in need of it;

n. The extent to which the proposed program satisfies the criteria of 3.31.

The following factors shall be emphasized in determining the relative priorities of each proposed program of instruction:

1. The extent to which the program provides service to those adults in need of basic education who are the most severely impoverished.

2. The extent to which the program provides service to those adults with the greatest educational deficiencies.

3. The extent to which the program provides service to the maximum number of adults in need of basic education.

4. The extent to which the program provides service to those areas in the State which have the highest concentrations of impoverished adults in need of basic education.

3.22 Policies and procedures for applying criteria

3.22-1 Selection of programs. All programs must meet the criteria included under 3.1 and 3.2, as well as other requirements of the Plan.

3.22-2 Amount of funds allocated to each program will be determined by the need to provide access to programs to all adults in need of adult basic education, and subject to approval of a comprehensive budget proposal that makes it possible for the school district to meet the obligations of its proposed program. Funds must be allocated for new programs or improvements for current programs without reduction of school district effort in existing programs.

3.3 Approval of projects

The program of instruction in adult basic education shall be designed primarily to serve individuals 18 years of age and over whose lack of basic education skills constitutes a substantial impairment of their ability to adapt to and function successfully within contemporary society. The program of instruction will consist of elementary level education for adults with emphasis on the skills of reading, writing, speaking, listening, arithmetic, citizenship, health practices, consumer knowledge, human relations, and home and family living.

The program of instruction may be given in any public secondary school or school for adults under public supervision and control, or by an office of a County Superintendent of Schools.

The program of instruction shall be designed to eliminate the inability of adults in need of basic education to read and write English and to substantially raise the educational level of such adults with a view to making them less likely to become dependent on others, improving their ability to benefit from occupational and homemaking training, and otherwise increasing their opportunities for more productive and profitable employment and making them better able to meet their adult responsibilities.

Selection of students

Students will be admitted to classes in adult basic education in accord with the statement above that describes the individuals to be served by the program. No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program of adult basic education.

Students will be admitted for participation in adult education programs regardless of whether their place of residence is within or outside the area served by the public school or facility with respect to other educational programs.

3.31 Criteria for Evaluating Local Programs

3.31-1 The proposed program will endeavor to enroll therein all adults in need of basic education within a specified area regardless of whether their place of residence is within or outside the area served by the public school or facility with respect to other educational programs.

3.31-2 No charges are made for tuition, fees, purchase of materials or other charges.

3.31-3 The local school district that is conducting the program of adult basic education has provided for cooperation with and utilization of the services of school, city, county, city and county departments of public health and welfare or bureaus of personal assistance, employment offices, other educational agencies, county offices of education, and other agencies, organizations and institutions, both public and non-public, that will be specified by name, to the extent necessary and appropriate in conducting its program of adult basic education in accordance with the objectives and provisions of the California State Plan for Adult Basic Education.

3.31-4 Each program of instruction in adult basic education will be based upon a consideration of the degree of inability of adults enrolled to read and write English and the extent of their other basic educational deficiencies, and will include a planned logical sequence of those essentials of reading, writing, and other basic educational skills and competencies deemed necessary so that the individuals enrolled may overcome their inabilities and deficiencies and adapt to and function within contemporary society. (The subject matter content of the fields of homemaking, citizenship, consumer education, parent education, and other related areas of study that are relevant for adults will be used as a source of curriculum content in the teaching of basic skills.)

3.31-5 Each program of instruction will be established for a scheduled unit of time and be sufficiently extensive in duration and intensive with respect to daily units of instruction so as to enable the student to develop the basic educational skills and competencies necessary to attain his educational objective.

3.31-6 Facilities, such as classrooms, libraries, and laboratories; and materials, such as instructional equipment, supplies, teaching aids, and communications media, will be adequate in supply and quality to enable attainment of the educational

objectives of the program of instruction and of those enrolled therein, and will make use of innovative and up-to-date techniques and materials. (If the facilities and materials of the school district are not deemed adequate, there shall be plans for the provision of adequate facilities and materials through written agreements between the school district and the individual, agency, institution or organization providing the needed facilities and materials.)

3.31-7 Each program of adult basic education instruction will be conducted by teachers or instructional aides who are qualified to undertake such responsibilities. (Such aides may be available through work-study programs provided under Title I, Part C of the Act, or as Volunteers in Service to America provided under Section 603 of the Act. When there is an insufficient supply of qualified teachers and supervisors, and to the extent feasible and necessary, the program of adult basic education instruction may be accompanied by arrangements for in-service and preservice training of teachers and instructional aides.)

3.31-8 Guidance and counseling personnel and services shall be provided so that the program of adult basic education instruction will meet the requirements and objectives of the State Plan. (Local educational agency plans must specify services for recruitment, selection of participants, educational placement, and state where and how voluntary groups and community organizations are to be involved in the guidance and counseling services.)

3.31-9 Provision will be made so that the local school district will assist adults in need of basic education to acquire health information and services that are provided through cooperative arrangements between departments of public health and the school districts.

3.31-10 School districts conducting programs of adult basic education will agree to submit reports that may be required by the State Department of Education in carrying out its responsibilities under the California State Plan for Adult Basic Education and school districts will keep such records, afford access to these records and comply with other provisions as the State Department of Education may find necessary to assure the correctness and verification of school district reports.

3.31-11 School districts shall provide for adequate supervision and evaluation of the adult basic education program so that the program may meet the requirements and objectives of the California State Plan for Adult Basic Education and so that the results of the evaluation may be used for necessary change or improvement in the program. (Data will be collected from individual student records, records of attendance, achievement scores, teacher's and supervisor's anecdotal reports and other sources of information that will permit evaluation of the adult basic education program.)

3.32 Compliance with terms and conditions. (See 5.0, 6.0)

4.0 PILOT PROJECTS

4.1 OBJECTIVES. The State plan provides for special pilot projects, to be conducted by public school agencies which are designed to carry out any or all of the following objectives:

a. The demonstration, testing, or development of modifications or adaptations, in the light of local needs, of special materials or methods for instruction of adults in need of basic education; and to provide for their evaluation.

b. The stimulation of the development of school district programs for instruction of adults in need of basic education in public schools or other facilities.

c. The acquisition of additional information concerning the materials and methods needed for an effective program of instruction for raising adult basic educational skills.

4.2 POLICIES AND PROCEDURES FOR APPROVAL OF PILOT PROJECTS

1. The policies and procedures to be followed in the assignment of relative priorities of pilot projects and the criteria to be applied in the approval of such projects and the allocation of Federal funds will be the same as those criteria established for the approval of programs of instruction in adult basic education.

2. In addition, pilot projects will be evaluated to the extent that:

   a. The proposed project stimulates an extension or improvement of adult basic education;

   b. The extent that the information derived from the proposed project has nationwide significance in the field of adult basic education

4.3 Same as 3.31; 3.32

5.0 STATE TECHNICAL AND SUPERVISORY SERVICES

5.1 There shall be technical and supervisory services and activities as are required to meet the requirements and objectives of adult basic education programs under the California State Plan. Such technical and supervisory services shall include (but not necessarily be limited to) the following:

5.2 SERVICES TO BE PROVIDED:

a. Supervision of approved local programs of instruction and pilot projects to the extent necessary to provide adequate consultation and assistance for local educational agencies responsible for such programs, and to assure compliance with and attainment of the California State Plan requirements and objectives. Consultation and assistance will include review of current progress in relation to the purposes of the program, information regarding other programs in the State, observations of classroom practices, interviews with students and teachers and discussion of continuing plans for the improvement of adult basic education.

b. Periodic evaluation of local programs of instruction and pilot projects (including use of measurement devices, standardized tests, or other methods for determining student achievement levels and progress) with the results being used for necessary change and improvement in the program;

c. Development and adaptation of methods and materials which are most up to date and effective in the conduct of adult education programs, either within the California State Department of Education or through contracts with school districts, county superintendents, colleges, and universities, or private nonprofit agencies, institutions, or organizations;

d. Promotion and stimulation of adult basic education programs and projects on the local level, and of participation therein and public support thereof;

e. Provision of training to supervisors, administrators, counselors, instructors, instructional aides, and other adult basic education staff personnel;

f. Assistance in recruitment of qualified adult basic education personnel; (including recruitment of persons in work-study programs provided under Title I, Part C of the Act, or Volunteers in Service to America provided under Section 603 of the Act.)

g. Providing outside consultants to assist in planning, organizing, and administering local programs and projects.

5.3 PRIORITY ASSURANCE See 3.22; 3.32

6.0 FISCAL CONTROL

6.1 FISCAL RECORDS

The official accounts and documents showing receipts and expenditures of funds by the State Board under this State Plan will be maintained by the Accounting Office, State Department of Education, 721 Capitol Mall, Sacramento, California, 95814.

6.2 AUDITS

6.21 STATE AUDIT OF STATE ACCOUNTS

The accounts of the State Board are audited by the State Department of Finance and the State Auditor General at least once every two years or as often as the Director of Finance deems necessary. Copies of such audits will be available in these agencies.

6.22 AUDIT OF LOCAL ACCOUNTS

A certified public accountant or a public accountant, licensed by the State Board of Accountancy, will audit the fiscal records of each local educational agency pertaining to expenditures claimed for Federal financial participation under an approved program. These audits will be made each fiscal year, and copies of such audits will be available through the staff of the State Board.

The State Department of Finance, Division of Audits, provides local auditors with a pamphlet of information on each program, and sets forth specific requirements to be met through audit procedure and included in report.

The Bureau of Administrative Services, Department of Education, is responsible for bringing to the attention of program management in the Department of Education all exceptions in the local auditors' reports. Reports are reviewed specifically for this purpose.

Local auditors will be furnished a statement of expenditures as recorded in the State office, as a means of verifying amounts.

6.23 AUDIT STANDARDS

Section 17206 of the California Education Code stipulates the manner in which audits shall be made of local facility funds. Such audits are made annually and apply to all state moneys apportioned to local school districts, and apply to state and federal funds approved for local educational programs. Refer to Legal Appendix, page 30.

State accounts are audited under authority of Government Code, Sections 13293 - 13295.

6.3 DETERMINATION OF FISCAL YEAR'S ALLOTMENT TO WHICH EXPENDITURES ARE CHARGEABLE

Local school district accounting is on an accrual basis. Expenditures are charged to the fiscal year in which the services are rendered or the goods delivered. Valid obligations for services rendered or goods delivered are liquidated as billed; they are seldom carried beyond one year. There is no specific regulation.

State accounting is on an obligation basis. Expenditures for administration of this program will be subject to State regulations as established by statute and by Department of Finance and Board of Control directives. Funds may be encumbered during the period of availability. Funds are considered encumbered to the extent that a valid obligation is created. Encumbrances may be liquidated during a two-year period following the last day of availability for encumbrance.

Approval of a local project, or its encumbrance on State records, representing an allocation of funds, will not be considered a valid obligation on the books of the State office.

6.4 PAYMENT OF FUNDS TO LOCAL EDUCATION AGENCY

6.41 GENERAL POLICIES

Any and all adult basic education funds received from the Federal Government by the State shall be deposited in the State Treasury, and the expenditures of these funds must be in accordance with the laws of the State of California and the rules and regulations of the State Department of Finance, the State Controller, and the State Board of Control.

Written agreements submitted by school districts shall be the basis for payment of adult basic education funds to such school districts. Final approval of all agreements is the responsibility of the State Board.

Payments under the California State Plan for Adult Basic Education may be used for reimbursement of actual expenditures already incurred, or may be an advance prior to expenditure of funds or both as provided in written agreements between the school district and the California State Board of Education or its representative.

6.42 Responsibility for determining whether programs are conducted according to the provisions of this State Plan and for computing the amounts of approvable costs of programs rests with the staff of the State Board.

In general, claims submitted by local education agencies will include information concerning actual costs, course titles and outlines, class schedules, dates of school year, names and qualifications of instructors, enrollment, kinds of and numbers of schools in which different types of classes are held, and identification of directors, supervisors, teacher trainers, and coordinators and other information that may be required.

Payment to local education agencies will be authorized by the State Board, through its staff, when all performance requirements listed in the official agreements have been accomplished.

The Executive Officer, represented by the State Director, shall have the responsibility for final approval of such payments.

All payments to local education agencies shall be in accordance with the availability of adult basic education funds. Whenever insufficient funds are available to satisfy all agreements, proration shall take place among the qualifying local education agencies.

6.5 PRORATION OF COSTS

PROGRAMS AND SERVICES

An expenditure properly attributable to adult basic education purposes and to other purposes must be prorated as determined by the percentage of the specific attributable cost in relationship to the total cost. The amount of reimbursement shall be determined by the percentage of directly attributable time devoted to the adult basic education activities, as supported by substantiating records. This general principle applies to prorating costs of personnel, travel, equipment and supplies, and other items of allowable expenditure.

6.6 FISCAL AUDIT AND RETENTION OF RECORDS

State and local educational agencies receiving Federal funds under the Act shall keep accessible and intact all records supporting claims for Federal grants or relating to the accountability of the grantee agency for expenditures of such grants and of matching funds, until notified of the completion of program reviews and of the fiscal audit covering such records. Records supporting the accountability for and disposition of nonconsumable equipment costing $100 or more purchased under the State Plan (whether from Federal or matching funds) shall be maintained until notification of the completion of the review and audit covering the disposition of such facilities and equipment.

6.7 DISPOSITION OF FACILITIES AND EQUIPMENT

Whenever items of equipment, each initially costing $100 or more, in which the United States Government has participated are sold or no longer used for purposes permitted under the acts, it is agreed that the United States Government is to be credited with its proportionate share of the value of such facilities and equipment at that time, the value being determined on the basis of the sale price in the case of a bona fide sale or the fair market value in the case of discontinuance of use for an adult basic education purpose or other diversion. The State Board agrees that all inventories and records be kept for all items of equipment and assumes responsibility for having available in the Department of Education information sufficient for a determination of whether such facilities and equipment continue to be used for a purpose provided for under the acts.

6.8 EXPENDITURES UNDER THE STATE PLAN

6.81 SALARIES OF ADULT BASIC EDUCATION PERSONNEL

Funds may be used for the cost of salaries of adult basic education personnel for time spent on activities reasonably related to basic adult education programs and services under this State Plan. Refer to Legal Appendix, page 30.

6.81-1 EDUCATIONAL AND SABBATICAL LEAVE

Funds may be used for educational and sabbatical leave for adult basic education personnel receiving salaries under this State Plan. Refer to Legal Appendix, page 30.

6.81-2 EMPLOYEE BENEFITS

Funds may be used for employee benefits for adult basic education personnel receiving salaries under this State Plan. Refer to Legal Appendix, page 30.

6.82 FEES AND APPROVED EXPENSES OF CONSULTANTS, AND THE LIKE

Funds may be used to pay the fees and other approved expenses of consultants, members of advisory committees, and other persons acting in a consulting or advisory capacity to the State Board or its staff. Refer to Legal Appendix, page 30.

6.83 TRAVEL AND TRANSPORTATION

Funds may be used for travel costs of personnel serving under the State Plan. Expenditure of adult basic education funds shall be governed by the rules and regulations of the State Board of Control and shall also be in accordance with the various adult basic education acts. Refer to Legal Appendix, page 30.

Funds may be used for transportation costs of persons being trained for professional positions in adult basic education. Refer to Legal Appendix, page 30.

Transportation expenses of adult basic education students which include only:

1. Transportation for one round trip per semester or shorter period determined by the duration of the program from the student's home to the place where he will reside while enrolled in the program;

2. Transportation for one round trip daily between a student's place of residence or employment and the school;

3. Transportation between schools in which the student is enrolled in classes.

Transportation expenses of prospective teachers enrolled in an approved teacher training program when they are sent to serve as student teachers in approved adult basic education programs in communities so located as to require transportation expenses. Participation is not allowed for any travel other than transportation.

All travel and transportation included in subsections may be by common carrier, official conveyance, or private conveyance. Costs may not be paid in excess of costs of transportation by common carrier or, in the absence of suitable transportation by common carrier, in excess of reasonable rates established by the State or such other rates approved by the State educational agency.

6.84 INSTRUCTIONAL EQUIPMENT, SUPPLIES, AND TEACHING AIDS

1. Funds may be used for the acquisition, maintenance and repair of instructional equipment, supplies, and teaching aids for adult basic education programs.

2. "Instructional equipment, supplies and teaching aids" means equipment, supplies, teaching aids (including reference materials and textbooks to be retained by the school district) used by authorized adult basic education personnel in instructing, or by their students in learning, in an instructional program. It may not include supplies to be made into equipment or products to be sold, or to be used by pupils, teachers, or other persons for other than adult basic education purposes.

6.85 RENTAL OF SPACE

Funds may be used for rental of space (including the cost of utilities and janitorial services) in privately or publicly owned buildings if: the expenditures for the space are necessary, reasonable, and properly related to the efficient administration of the program; the State of California or school district will receive the benefits of the expenditures during the period of occupancy commensurate with such expenditures; the amounts paid by the State or school district are not in excess of comparable rental in a particular locality; expenditures represent a current cost to the State or school district; and in publicly owned buildings, like charges are made to other agencies occupying similar space for similar purposes.

6.86 OTHER RELATED EXPENSES

Funds may be used for other expenses which are related to adult basic education programs, services, and activities. Refer to Legal Appendix.

6.86-1 Funds may also be used for administrative overhead expenses such as salaries of clerical and custodial personnel, communications, utilities, office equipment, supplies, printed and published materials, and rental of space.

If such costs are included in local district plans, they will be identified and substantiated in claims submitted for payment.

Charges by the Department of Education will be for Personnel, Fiscal, Legal and Publication services, and will be computed on the basis of time reporting; documenting records will be retained in the Fiscal Office. Costs of the Office of the Director of Education are pro-rated to all funds on the basis of the ratio of salaries paid for each activity to all salaries paid for activities under the administrative responsibility of the Director of Education.

6.87 PUBLIC NATURE OF FUNDS

Only public funds may be used for expenditures under the Plan. In addition to appropriated funds, such funds may include funds derived from donations by private organizations or individuals which are deposited in accordance with State or local law to the account of the State or school district without such conditions or restrictions on their use as would negate their character as public funds.

Appendix A

LEGAL APPENDIX

The California State Board of Education and its staff are governed by the following laws, executive regulations, and interpretations thereof by courts, the Attorney General, and other appropriate State officials.

AUTHORITY OF STATE

The following sections of the Education Code of the State of California are cited for the purpose of establishing the authority of the State Board:

Creation and Authority of the State Board

"101. There is in the State Government a State Board of Education, consisting of 10 members, who are appointed by the Governor with the advice and consent of two-thirds of the Senate."

"151. The Board shall determine all questions of policies within its powers."

"152. The Board shall adopt rules and regulations not inconsistent with the laws of this State (a) for its own government, (b) for the government of its appointees and employees, (c) for the government of the day and evening elementary schools, the day and evening secondary schools, and the technical and vocational schools of the State. . . ."

"5552. The secondary schools of the State are designated as high schools, technical schools, adult schools, and junior colleges."

"153. The Board shall study the educational conditions and needs of the State. It shall make plans for the improvement of the administration and efficiency of the public schools of the State."

"18601. Whenever by the provisions of any act of Congress the act is to be administered in the State by the Superintendent of Public Instruction, Director of Education, Department of Education, State Board of Education, or any one or more of such officers, or agencies, the officers and agencies designated in the act of Congress are authorized to administer the act in the State. Such officers or agencies are vested with all necessary power and authority to cooperate with the government of the United States, or any agency or agencies thereof in the administration of the act of Congress and rules and regulations lawfully adopted thereunder."

AUTHORITY OF STATE BOARD AND STATE OFFICIAL

Authority of State Board

(Refer to preceding page of Legal Appendix)

Authority of State Officials

Sections of the Education Code, State of California, pertaining to the authority of certain State Officials responsible for adult basic education in the public schools are cited as follows:

"105. The Superintendent of Public Instruction shall be secretary and shall act as executive officer of the Board."

"252. The Superintendent of Public Instruction shall execute, under direction of the State Board of Education, the policies which have been decided upon by the Board and shall direct, under general rules and regulations adopted by the State Board of Education, the work of all appointees and employees of the Board."

"254. The Superintendent of Public Instruction shall prescribe regulations under which contracts, agreements, or arrangements may be made with agencies of the Federal Government for funds, services, commodities, or equipment to be made available to schools of the public school system, except the California State Colleges."

"255. All such contracts, agreements, or arrangements shall be entered into in accordance with regulations prescribed by the Superintendent of Public Instruction and in no other manner."

"352. The Department of Education shall be administered through:

(a) The State Board of Education which shall be the governing and policy determining body of the department.

(b) The State Director of Education in whom all executive and administrative functions of the department are vested and who is the executive officer of the State Board of Education."

"6302. The Director of Education is vested with all necessary power and authority to cooperate with any such agency of the Federal Government in the administration of any applicable act of Congress and rules and regulations adopted thereunder."

STATE LAWS AND REGULATIONS REGARDING EXPENDITURES

The following citations of California statutes indicate the legal basis for certain expenditures of funds available under the provisions of this State Plan.

Types of Allowable Expenditures

Adult basic education personnel

Sabbatical and educational leave

(a) Education Code Section 13454
(b) Education Code Section 13457

Employee benefits

(a) Education Code Sections 13952-13953
(b) Education Code, Article 4
(c) Government Code

Consultants, advisory committees, etc.

Education Code Sections 6251 - 6254

Travel and transportation

State Board Staff

(a) Education Code Section 406
(b) Education Code Section 107
(c) Education Code Section 253
(d) Government Code Section 11032

Local District Staff

(a) Education Code Section 9153
(b) Education Code Section 13002

Instructional equipment, supplies, and teaching aids

(a) Education Code Section 15962
(b) Education Code Section 339
(c) Education Code Sections 16501 - 16510
(d) Education Code Sections 16519 - 16520

Other related expenses

(a) Education Code Section 7402
(b) Education Code Section 13003
(c) Education Code Section 13101
(d) Education Code Section 931
(e) Education Code Sections 13371 - 13372
(f) Education Code Section 9154

Fiscal audit and accounting procedures

Education Code Section 17206

Payment of funds to local educational agencies

Education Code Sections 18601, 18781, 18782

Determination of fiscal year's allotment in which expenditure is made

(a) Government Code Sections 16304, 16304.1
(b) State Board of Control Rule No. 610

Note:
Refer to Certificate of Attorney General, Section 1.14, page 5 of this Plan.

Appendix B

Statement of Understanding and Cooperation

Between the California State Departments of Education and Public Health with Respect to the Implementation of P.L. 88-452.

Background:

The Economic Opportunity Act of 1964, (P.L. 88-452), Title II, B, has as its main purpose the operation of an adult basic education program for individuals over 18 years of age whose lack of basic education skills constitute a substantial impairment of their ability to adapt to and function successfully within contemporary society. An essential prerequisite to such an educational program is the provision of health information and services to the extent that eligible persons may benefit from the instruction provided under the State Plan. To insure the provision of health information and services for adults, the California State Department of Education and the California State Department of Public Health do hereby provide for the following cooperative arrangements to be carried on in the execution of the California State Plan for Adult Basic Education.

Specific Provisions for Cooperative Services

1. The State Department of Public Health shall

   a. Provide or arrange for the provision of health information and services for adults in need of basic education to the extent that such information and services are available and may reasonably be necessary to enable such persons to benefit from the instruction provided by adult basic education programs under the State Plan;

   b. Indicate the locations throughout the State where such services and information will be available, and the general procedure by which a person can avail himself of such services;

   c. Seek the assistance of its field personnel and all others working in health fields in referring adults in need of basic education for appropriate training in available adult basic education programs.

   d. Provide medical advise to State and local educational agencies in connection with providing adult basic education for persons with special health handicaps.

2. The State Department of Education and local educational agencies will

   a. Refer eligible persons for health services provided under the cooperative arrangements;

   b. Will make available through their adult basic education programs health information provided by the State Department of Public Health;

c. Assist the State Department of Public Health in putting such information in such a form that it can be used in connection with adult basic education programs of instruction.

3. The State Departments of Public Health and Education will consider adults eligible for participation in the adult basic education program to include all adults in need of basic education who are enrolled in such programs or who, but for health reasons, might be enrolled in such a program.

4. The State Department of Education and State Department of Public Health will provide for cooperative arrangements and activities between county and local units of the public health agency and school districts that are conducting adult basic education programs under the California State Plan in order to achieve the specific provisions detailed above.

5. The California State Department of Education and the California State Department of Public Health will assist each other to the maximum extent possible for mutually promoting the objectives of the Economic Opportunity Act of 1964.

6. Services provided or arranged for will be made by the State Health Department or its local affiliates at no cost to other State and local agencies participating in the program nor to individuals enrolled in classes established under the Plan.

Implementation

The Directors of Education and Public Health will designate staff representatives who will have the responsibility for implementing this Statement of Understanding and Cooperation. The designated representatives will be responsible for drawing up an agreement covering the five points set forth above under Specific Provisions for Cooperative Services, and other points as are considered necessary for the full, immediate, and effective implementation of this Statement. The designated representatives shall also be responsible for the continuing implementation of this Statement.

This Statement of Understanding and Cooperation is intended to formalize and recognize existing, effective and harmonious working relationships between public education services and public health services in California. Further this Statement is intended to meet the specific requirements of Section 214 of Public Law 88-452.

For the Department of Education and the State Board of Education:

Max Rafferty
Director of Education and
Executive Officer, State Board
of Education

For the Department of Public Health:

Malcolm H. Merrill, M. D.
Director of Public Health,
State Department of Public
Health

ADDENDUM

Discrimination in Employment Practices Prohibited

In accordance with Section 166.9 of the interim regulations with respect to employment resulting from the administration of the Plan or from the conduct of adult basic education programs, projects, and services under the Plan, no employer will discriminate against any employee or applicant for employment because of race, creed, color or national origin in its practices with respect to such employment. Such employment practices shall include, but not be limited to, the following: recruitment or recruitment advertising; employment, layoff or termination; upgrading, demotion or transfer; rates of pay or other forms of compensation; use of facilities; and selection for training.

Proposed Budget

January 1965 - June 30, 1965

Instructional Programs	$ 1,067,143
Demonstrations and Projects	55,555
Development of Materials	5,555
Teacher Training	11,110
Bureau of Adult Education - Adult Basic Education	39,525
Total	$ 1,178,888

Federal share 90%	$ 1,061,000
State and local share 10%	117,888
Total	$ 1,178,888

Source of State and Local Matching Funds

Federal funds will be matched with funds currently expended by the State of California and its local school districts in instructional programs and classes for adults in adult basic education subjects. For the 1962-63 school year, which is the currently available date for information on fiscal apportionments, total expenditures of State and local funds were in an aggregate of $1,773,004 of which State apportionments constituted $733,166 and local funds were $1,039,838.

It is clear that the State of California and its local school districts currently expend adequate funds to meet the matching requirements of the proposed budget.

ERIC Clearinghouse
FEB 8 1968
on Adult Education